

FINELINE

November 2003*A Division of Finance monthly communication service*

Employee Reimbursement EFTs Save a Trip to the Bank

Recently the Division of Finance enabled employees to receive reimbursements by electronic funds transfer (EFT). The response has been good, and a number of employees have completed the form FI 16A on our Web site at www.finance.utah.gov.

The most often asked question is, "How will I know the money is in my account?" Finance does not notify the employee. The money will show up in the employee's bank account and will be described as *FINET EFT*. The employee who submitted the reimbursement should know the amount to expect.

The EFT will post to the employee's bank account three working days after the FINET cycle. This is because of the time it takes the EFT information to navigate its way from the State's bank, to the Automated Clearing-house, to the employee's bank. The timing of an EFT is controlled by the banking industry, just as the delivery of a warrant is controlled by the post office. So an EFT may not be faster than the more traditional warrant, but it does save a trip to the bank to deposit the reimbursement check.

If you need more information call Kathi Galusha at 801-538-3110. ❖



Finance Debuts Fixed Assets Lab in November

You may have noticed a new entry in the Finance training schedule for November, the Fixed Assets Lab. This time of year the word "lab" may bring to mind an underground room filled with beakers of liquid bubbling on Bunsen burners surrounded by occasional bolts of lightning and a monster or two. Well, that isn't exactly what you will find in the Finance training room when you come for the Fixed Assets Lab.

The Fixed Assets Lab is a follow-up to the training available on the Internet. It is designed to provide practice adding, changing, and deleting asset records in a safe environment. The exercises give you an opportunity to review how to record fixed assets, how to record multiple components using both the component method and the merge method, and how to add components to an existing asset using the two methods.

After each exercise you have the opportunity to practice researching the asset information on the Fixed Asset tables. When you finish the lab you will have well-rounded experience in all the basics of recording fixed assets and will be ready to record anything your agency can buy or conjure up. ❖

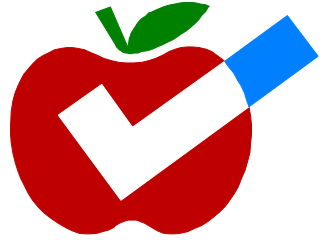


See related training article on page 2

Our Training Labs Let You Experiment With FINET

Do you ever wish you could experiment with some of your FINET transactions, just to see what would happen if you did them a different way? Or try some of the settings or features you normally don't get to work with? Or even complete a transaction and then talk about how it works or what it does?

If so, we have just the answer in our training labs. Finance currently offers labs for four different areas of FINET: purchasing, disbursing, internal transactions, and fixed assets. Each course offers a series of exercises specifically designed to practice the skills needed to record the results of different accounting events. The labs provide the following:



- * In the **Purchasing Lab** you will practice all of the purchasing transactions including Standard Requisition (RQ), Requisition (RX), Purchase Order (PO), and Price Agreement Purchase Order (PG).
- * In the **Disbursing Lab** you will work with the Payment Voucher (PV) and practice single payments, multiple line payments, multiple invoices on a single Payment Voucher, referencing purchase orders, and modifying previously entered documents.
- * In the **Internal Transactions Lab** you can practice being the seller and the buyer in several scenarios that let you add, change, approve, and unapprove transactions. It also includes practice using the Intra-Governmental Payment Voucher to record transactions within the same fund and agency.
- * In the **Fixed Assets Lab** you practice recording fixed assets purchased individually, in groups, or as individual components of a single asset. You will also use both the component and merge methods of recording assets.

We don't review policies or procedures in the labs, so the entire time is available to practice transactions and answer questions. The labs last three hours and require that you have previously completed related Internet training and that you have some experience processing the associated transactions.

See the training schedule on [page 3](#) for labs offered in November. ❖

Frequently Asked Question from FINET Help Desk

Q: I entered a PV and it was accepted. Is there any way to change the check category without canceling the PV? I really need the check to come back to me instead of being mailed.

A: This can be done on the SCH2 Table, but agencies do not have security to make changes on this table. You can change the scheduled pay date and the single check flag on the SCHD Table, but other changes need to be made by the Division of Finance.



To request a change to the check category, call the FINET Help Desk at 801-538-9690, and we will connect you with our Disbursements Office. They will call up your PV on the SCH2 Table and change the check category there. They can also change the single check flag if needed. ❖

November Calendar

FINET Schedule

- Nov. 7** FINET open; October monthend
Nov. 11 FINET closed; Veterans' Day holiday
Nov. 25 FINET open; Tuesday cycle due to Thanksgiving
Nov. 26 FINET open; no cycle due to Thanksgiving
Nov. 27 FINET closed; Thanksgiving holiday



Payroll Training

Computer-based training on the Payroll System is available on our Web site at www.finance.utah.gov/training/courses.htm. For Payroll Information call 801-538-3056.

Data Warehouse Training

- Nov. 18** Data Warehouse – Payroll; 10:00 – 11:30 a.m.
Nov. 18 Data Warehouse – FINET; 1:30 – 3:00 p.m.

FINET Classroom Training

- Nov. 5** Fixed Assets Lab; 8:30 – 11:30 a.m.
Nov. 5 Internal Transactions Lab; 1:00 – 4:00 p.m.
Nov. 19 Purchasing Lab; 8:30 – 11:30 a.m.
Nov. 19 Disbursing Lab; 1:00 – 4:00 p.m.



FINET Computer-Based Training

The following computer-based training teaches basic FINET skills and basic procedures associated with each functional area:

Internet Courses: System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Revenues and Receivables, Internal Transactions, and Fixed Assets

CD-ROM Courses: On-line Inquiries, Grant Accounting, Budget Control, and Inventory Control (contact the FINET Help Desk to obtain access to the CD-ROM courses)

FINET Help Desk: Call 801-538-9690 to resolve immediate questions

Reservations



To reserve your spot in any class offered this month or to add your name to our waiting list, call 801-538-3082. If you make reservations and find that you cannot attend, please notify us as soon as possible so we can make your spot available to someone else.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses at: www.finance.utah.gov/training/courses.htm